



Admissions Policy

Policy: Admissions Policy

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Next Review:
June 2022

Responsible SLT:
Beth Meldrum, Director

Cairo English School Guiding Statements	
<ul style="list-style-type: none"> ❖ Show kindness, empathy & respect for each other ❖ Actively work together being healthy – physically, socially & emotionally ❖ Make a positive impact in local, regional & international relationships ❖ Reach their full potential through active participation in the learning community ❖ Communicate effectively, recognising English as their school community language 	<ul style="list-style-type: none"> ❖ Use technology responsibly to support learning & to understand global issues ❖ Recognise & respect others’ beliefs, culture and values ❖ Take pride in Egyptian culture, in personal identity and in the Arabic & English languages ❖ Understand how our personal behaviour effects our values, attitudes and beliefs

Admissions Philosophy

Cairo English School strives to attract motivated students from diverse backgrounds who are well-suited for our educational program. We actively seek students and families that share in our school’s vision, mission, and core values. Students admitted to CES are expected to be active contributors to our local community and the world at large.

While CES takes into consideration various criteria in admitting students, no individuals or group of people will receive exclusive treatment or consideration at the time of admission.

The CES Admissions Policy is closely linked with other protocols that drive the school. These links include:

- **Academic Honesty:** Once admitted, students and families are expected to abide engage in and support academically honest practices. This approach explains our commitment to academic honesty, what constitutes academic misconduct, and the practices and procedures in place.
- **Assessment Policy.** Assessment data is critical in informing instructional practices, tailored curriculum opportunities, and curricular growth and development in the school. This policy explains how students will be assessed during and after admission and how assessment data will inform other practices in the school.
- **Language Expectations:** At the heart of CES’s mission is a commitment to immersive instruction of English language. Our language-based philosophies as well as the practices we have in place to support students with varying levels of language.
- **Additional Education Needs Policy.** While CES does not discriminate on the basis of an additional educational need, we are only able to admit students whom we are able to fully support. Being able to fully access our British Curriculum is a key factor.

Admissions Procedures

Admissions procedures are administered by the Admissions Office. Families are required to complete an application for admission and to provide supporting documentation as required.

The admissions recommendation from the Admissions Office will be sent to the Head of School who is responsible for the final decision on all applications for admission as well as grade-level placement. All admissions decisions from the Head of School are considered final. Though inquiries regarding final admissions decisions may be sent to the Admissions Coordinator, CES will only provide limited information regarding the criteria used for admissions and/or grade-level placement decisions.

Structure of the Schools

The School has six classes in each year group and there are a maximum of 20 students in each Foundation Stage class, FS1 and FS2 and 26 maximum in every other class throughout the school from Year 1 upwards.

The over-riding criteria for admission is 'an expectation that the prospective student has the ability to follow the curriculum offered by Cairo English School'. The curriculums are based on the Early Years Foundation Stage and English National Curriculum in Early Years and Key Stages 1, 2 and 3 (from FS 1 to Year 8), the IGCSE in Years 9 and 10, and the International Baccalaureate or A Level in Years 11 and 12.

The vast majority of teaching is conducted in English. An ability in that language is a crucial factor when considering the admission of an applicant. The support of both parents being able to speak English and, therefore, assist their child at home is an expectation. If only one parent speaks English it must be the main caregiver regularly in contact with the child. The School has on its staff teachers who are qualified, experienced and skilled in offering learning support to students who may require this kind of assistance. The amount and level of support is, however, limited and the School is unable to provide the resources to students deemed to have severe learning difficulties.

Places will be offered following a selection process that includes the successful performance in the assessment tests and reference to reports from previous school(s). Tests are conducted which assess Non-Verbal Reasoning skills (NVR), Literacy and Numeracy. A group assessment is also carried out for all admissions from FS through to Year 6.

Should a particular year group have more applicants than places available, a waiting list will be made of students who are not able to be placed immediately. Students who satisfy the entry criteria will be allocated places, or placed, on the waiting list, on a first come, first served basis. Preference though will be given to candidates who have siblings at the school as long as they meet the above admissions criteria.

Documentation Requirements

1. Completed and signed application form
2. 4 recent colour passport photographs of the applicant
3. 1 recent colour passport size photograph of each parent
4. An original Birth Certificate (Egyptian Nationals only)
5. Copy of the parents ID/Passports
6. Academic end of year reports from:
 - **(FS1 Applications)** Nursery report
 - **(FS2 – Year 8 Applications)** Last 2 years and this year's current term report
 - **(Year 9 – Year 12 Applications)** Last 3 years and this year's current term reportALL REPORTS MUST BE PRESENTED IN ENGLISH (officially translated)
7. CES Health and Vaccination Form to be signed and stamped by the applicants Doctor
8. Certificate or confirmation letter that applicant has exemplar conduct
9. Certificate or confirmation letter that the applicant has excellent attendance

Application Procedures

Once all of the above documentation has been submitted to the school in full applicants will be contacted by the school and will be given a day and time for their assessment. This

assessment will take place in the Admissions Office and will be to undertake tests in both Mathematics and English.

Notification of acceptance, and in order to reserve a place, the first instalment must be paid to secure the place offered is confirmed. In the case where no places are available for offer, students that have been accepted and have been successful will remain on the waiting list in order of their application date. This date is decided as the date of the first instalment.